

January 6, 2005

WEST VIRGINIA BULLETIN NO: WV270-5-1

SUBJECT: Deployment of New Computer Systems

Purpose: To inform employees of new computer systems being installed during the week January 10-14, 2005.

Expiration Date: September 30, 2005

The ITS staff in West Virginia is scheduled to start deployment of new computer systems next week (January 10-14, 2005). There is a national mandate to have all systems deployed by February 28, 2005. Some of the issues effecting this deployment are:

- Not all new laptop computer systems have been delivered as of today.**
- The newest version of toolkit has not been certified yet.**
- Toolkit coordinator support is not available.**
- New toolkit 2004 software training has not been scheduled for field office staff.**

The following positions within NRCS will be receiving new computer systems:

**District Conservationists
Soil Conservationists
Soil Conservation Technicians
Program Assistants
WVCA Grassland Technicians**

Systems now being used by District Conservationists and Program Assistants will be relocated to other positions. There are other positions in the field offices and the state office that will be affected. These individuals will be contacted by ITS and arrangements made to transfer data.

ITS requests the following be done to expedite the installations.

All user data that is being stored on the computer's C drive must be copied to the user's network home drive (H:). All toolkit customer files must be uploaded back to the server before the system is replaced. ITS will be responsible for transferring desktop icons and shortcuts, favorites, outlook.pst files, and printer settings. All other user data is the responsibility of the user.

The new systems will not have a floppy drive. Any data that is stored on floppies and used, must be copied to the network drive of the user and later transferred to CD's.

The old systems will be sanitized and removed during this field office visit. No data will be available after this time.

Other issues:

A new color laser printer will be installed to replace the HP2500 printer. If the 2500 printer is still operating, it will be left in the service center until it is no longer working.

Soil conservation technicians will be receiving tower systems with a large 22-inch monitor. Adequate desk space must be available.

If you have questions or need additional information, please contact Charlotte Wertz at 304-284-7551.

/s/ Richard D. Heaslip, Acting

**LILLIAN V. WOODS
State Conservationist**

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